



Peer Evaluation

Self-Reflection Report Guidelines

After receiving feedback from peers and students, it is important to take time to reflect on the information that has been provided. This reflection will be demonstrated by writing a report that summarizes both the insights and the impact this feedback will have on the faculty member's professional development planning for the next few years. The report will be attached to the Peer Evaluation Summary Form and submitted to the Dean at least one week prior to the final review meeting. After the final review meeting, the report, along with the Summary Form and the PD plan, will be submitted as record to the faculty member's Human Resource file.

In general, the Self-Reflection Report should be 1 – 2 pages in length. The exact content of the report will vary for each person. The following guidelines and questions could be used to assist with the self-reflection and report writing process:

1. Highlights of the significant feedback and insights obtained from each of the peer observations
 - What did you learn about yourself?
 - What did you discover about your teaching? Subject matter knowledge?
 - What was confirmed for you about your teaching?
 - What ideas have you developed as a result of this experience?
2. Highlights and impact of the student feedback collected
 - What did you discover about your course(s)?
 - What did the students say were your strengths?
 - Was any of the feedback a surprise or concern for you?
3. Indication of how all of the feedback will impact plans for discipline specific professional development
 - How will you use this information in the future?
 - How will this process inform your PD planning?
4. Indication of how this information will impact plans for teaching related professional development
 - How will this feedback impact your professional practice?
 - How will this process inform your PD planning?
 - What ideas for applied research have you thought about?
5. Description of other insights and significant reflections